

1. ENVIRONMENTAL REPORTING SYSTEM (ERS) - AN OVERVIEW

The Environmental Reporting System (from here on it will be referred to as ERS) replaces the Rapid Access to Information in DLA Hazardous System (RAID). ERS has been moved from one platform to a much faster platform. During that move significant changes were made to ERS.

ERS data comes from two main areas of the Base Operations Supply System (BOSS); the Hazardous Line Item (HLI) and Manifest Line Item (MLI). This data is extracted on a daily basis from BOSS and a crontab runs the update (or checks for the files, everyday). All ERS Reports show a field - current as of , which gives the user a better snapshot of data.

ERS is accessed through the Web. Currently to access ERS you must be coming in through a .mil address.

If you have problems using ERS, please contact:

Lanie Thrall DSN – 932-5872 Commercial - 616-961-5872

If you are unable to reach her, please contact the Help Desk –

HELP DESK DSN – 932-4999 Commercial – 1-800-961-4999

2 GENERAL PROCEDURES

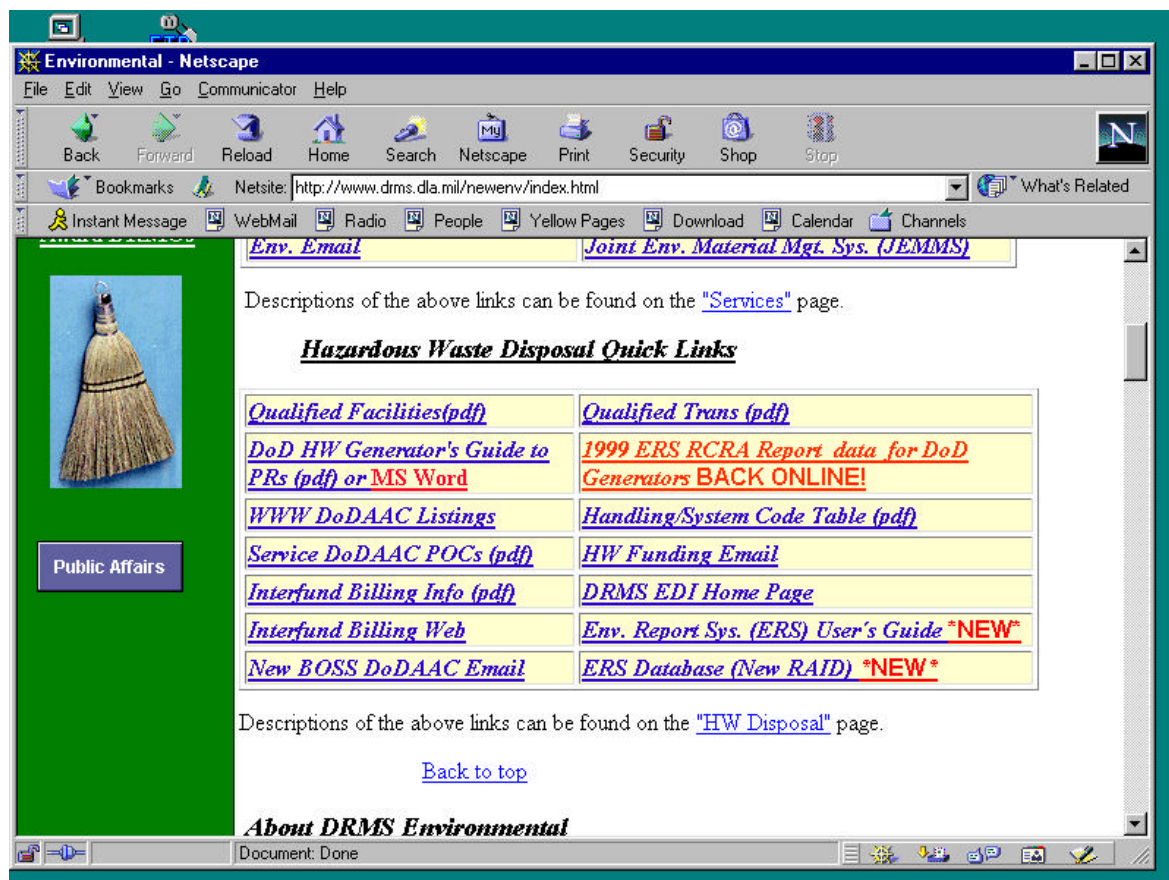
The General Procedures section contains the procedures for downloading the ERS software, printing out ERS directions and accessing the Environmental Reporting System, along with illustrations of the ERS screens.

NOTE: ERS will run in either Netscape or Internet Explorer – however it seems to run better and have fewer problems with Netscape. If you want to use Netscape to access ERS, please contact the Help Desk and have them install Netscape prior to downloading ERS. If you have been using Internet Explorer to access ERS and prefer to use Netscape, you will have to reload the jinitiator, which runs ERS again after you install Netscape (again the Help Desk or your system monitor should be able to do this for you).

ERS tends to be rather memory intensive – we recommend that you shut other applications down when you use ERS.

2.1 FIRST TIME USERS

1. From the DRMS Home Page, select - *Environmental*
2. Scroll down to Hazardous Waste Disposal Quick Links



3. Select – **ERS Report Sys. (ERS) User's Guide**.
4. Print out the different parts of the **User's Guide**.
5. Select **First Time ERS User's Download**.
6. Print out the instructions (ORACLE jinitiator) also included in Appendix B
7. Follow the download instructions – if you have any problems with the download, please call the DRMS Help Desk at DSN 932-4999.
8. Please read the **User's Guide** prior to using ERS.

NOTE: DRMS Home Page address is: <http://www.drms.dla.mil>

NOTE: If you are using Internet Explorer, after you read the ERS Directions, we strongly recommend you make sure and configure your browser to use Acrobat as a Helper Application – if you do not make the change – any large reports will be “invisible”. Instructions are included in Appendix C.

2.2 ACCESSING ERS

1. Go to the DRMS Home Page – select **Environmental**
2. Scroll down to Hazardous Waste Disposal Quick Links
3. Select – **ERS Database – (New RAID)**

OR

Enter the following web address:

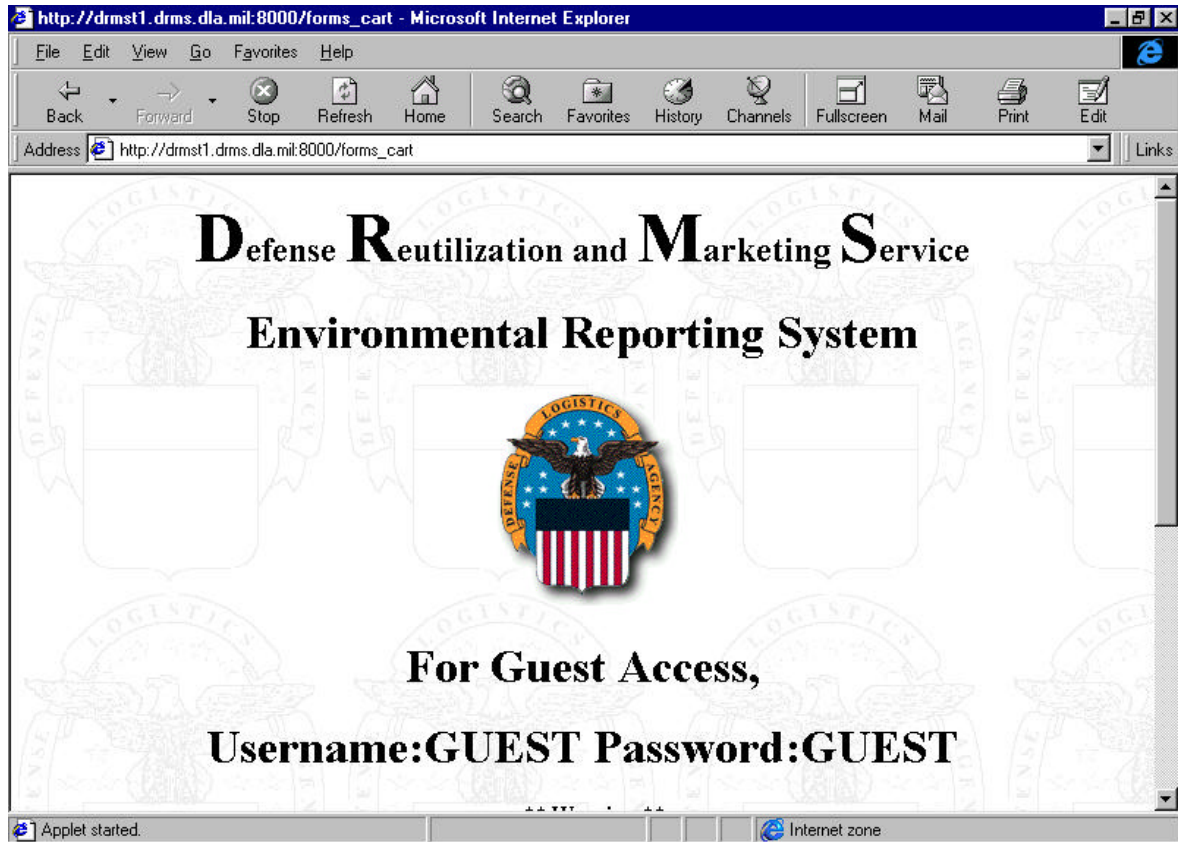
http://drfst1.drms.dla.mil:8000/forms_cart

(in the address above, there is an underscore: forms_cart)

Pictured on the next page is the first ERS screen. It will take a minute or two for the applet to load and then you will get the logon box. Please wait patiently.

NOTE: Internet Explorer users - if you only get the top of the Login Box and not a complete box, exit out of your Web Browser (click X in upper right hand corner). Before selecting the ERS Web Page again, reset your browser font size to "SMALL". (From the top line menu of the Browser, select VIEW, FONTS, then select either "SMALLER or SMALLEST".

ERS Opening Screen



LOGON Screen

A screenshot of a "Logon" dialog box with a blue title bar and a close button. It contains three input fields labeled "Username:", "Password:", and "Database:". Below the input fields are two buttons: "Connect" and "Cancel".

2.3 LOGON

Enter your Username and Password. Leave the Database block blank. If you do not have an assigned logon you can use GUEST as both the username and the password. Leave the space for database blank.

NOTE: If you use the Guest logon – we recommend you put your name and a phone number in the site remarks on the parameter screen, so we have a point of contact, if you need assistance.
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2.4 LOGOFF

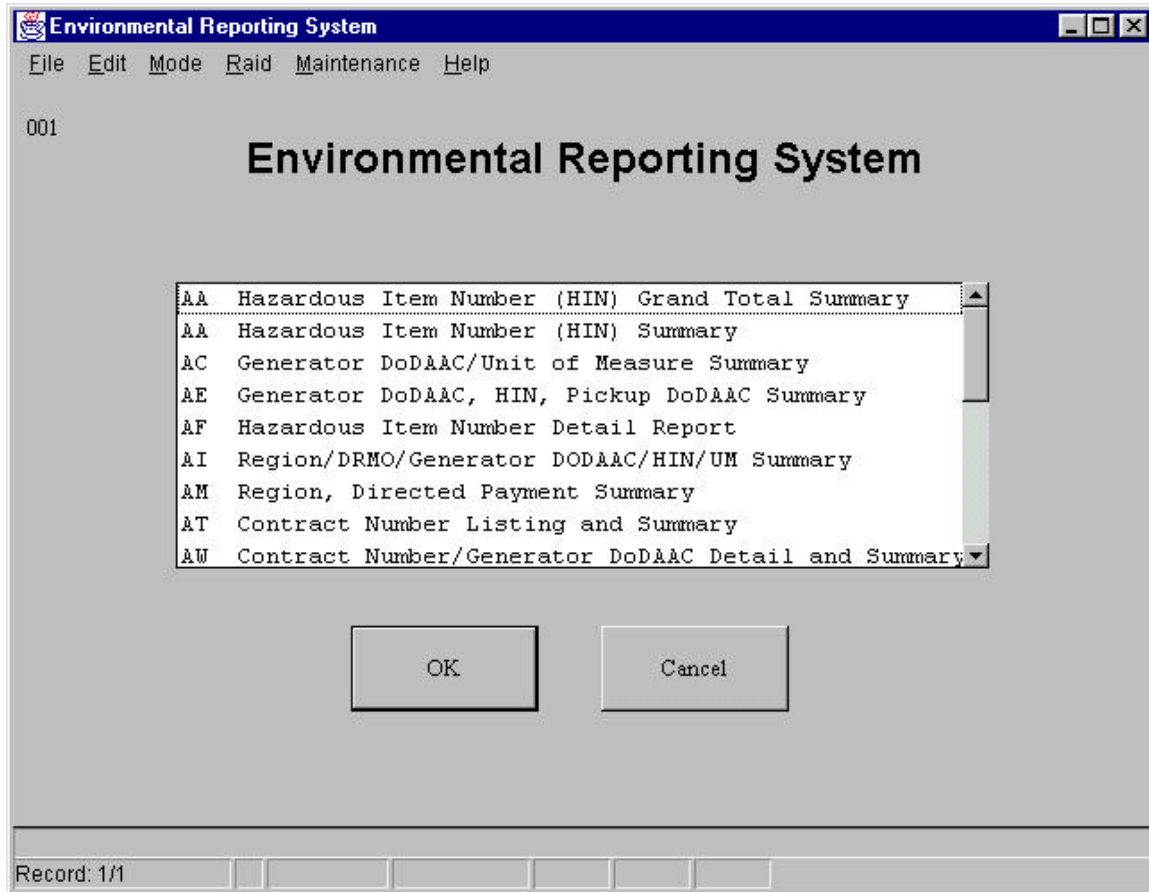
Close your browser (just click the X in the upper right corner).

3 Report Selection/Parameter Input Screen

This section covers selecting a report format and selecting the parameter screen. The following section (4) contains information and examples of the report formats.

3.1 Selecting a Report Format

The next step is to select a report format. You will see the following screen, which lists the report formats currently available in ERS, use the scroll bar to see additional choices:



Click on the report format and then click okay.

3.2 AVAILABLE REPORT FORMATS

These report formats are similar to the Report Formats in RAID, however they are not in all cases identical. Additional information on the report formats is available in Section 4. All reports formats are HTML except for BZ – which due to the size of the report is still produced in Adobe Acrobat.

<u>Report</u>	<u>Title</u>	<u>Print</u>
AA	Hazardous Item Number (HIN) Grand Total Summary	Portrait
AA	Hazardous Item Number (HIN) Summary	Portrait
AC	Generator DODAAC/Unit of Measure Summary	Portrait
AE	Generator DODAAC/HIN/Pickup DODAAC Summary	Portrait
AF	Hazardous Item Number (HIN) Detail Report	Landscape
AI	Region/DRMO/Generator DODAAC/HIN/UM Summary	Portrait
AM	Region, Directed Payment Summary	Portrait
AT	Contract Number Listing and Summary	Portrait
AW	Contract Number/Generator DODAAC Detail Summary	Portrait
BA	6 Character – HIN Grand Total Summary	Portrait
BA	6 Character – HIN Summary	Portrait
BZ	Detail Report (Acrobat Format)	Landscape
CV	Cost Summary by Contract	Portrait
OC	Audit – Overaged Hazardous Delivery Orders	Portrait
PI	Cost per TSDF EPA ID	Landscape
PJ	Manifest Line Items per EPA ID	Landscape
PN	Contract/Delivery Order Overage Report	Portrait
ZZ	Generator Cost Obligation and HIN Data (Wide)	Landscape

Once you have selected your report format, a screen with an example of the report format and three selection buttons, appears. See example:

Sample Screen

File Edit Mode Raid Maintenance Help

002

Environmental Reporting System

Sample Report Screen

Environmental Reporting System - Mar 30, 1993 15:31:14 Page: 1
Format AA HIN Grand Total Summary Query: Mar.226
Begin Date 93001; End Date 93032;
Contract: DLA200092D0001
Vendor: Laidlaw
Site Remarks: Test - User Manual Extract Date: 03/04/93
Username: XXXXXXXX

Custom Standard Cancel

Record: 1/1

You must either select the Custom Parameter Screen, the Standard Parameter Screen or the Cancel (which will take you back to the List of Report Formats).

NOTE: We recommend that you use the Standard Parameter Screen to select your parameters, until you are familiar with the Reports. Choosing the wrong parameters for the report can result in a report which never finishes.

Standard Parameter Screen

The screenshot shows a window titled "Standard Parameters Screen" with a menu bar containing "File", "Edit", "Mode", "Raid", "Maintenance", and "Help". Below the menu bar is the text "005". The main title "Standard Parameters Screen" is displayed in a large font, followed by the subtitle "Hazardous Item Number (HIN) Grand Total Summary".

The "Date Range:" section includes "Begin" and "End" labels. The "Begin" field is empty, and the "End" field contains "17-MAY-99".

Below the date range are five columns of input fields:

Contract #'s	Gen-DOD	HIN	LIC	Generator EPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

At the bottom of the main area are two buttons: "Execute" and "Cancel".

The status bar at the bottom left shows "Record: 1/1" followed by several empty fields.

Note: The Standard Parameter Screen data fields will change from report to report.

Problem: Cannot leave a field on the Standard or Custom form once data has been entered and then deleted.

Solution: Select Edit – Clear from the menu bar – This will clear the field and allow you to continue to navigate the parameter screen.

CUSTOM PARAMETER SCREEN

Hazardous Parameters Entry Screen Create a New Report

File Edit Mode Raid Maintenance Help

003

Telephone: Query Name:

Date Range: Begin End

Julian YYDDD:

DD-MON-YY:

Remarks:

☒ Europe ☐ Conus

Extract Date:

Create Date:

Update Date:

Contract #'s	Del Ord	(- DTID Number -) Gen-DOD Extent	Boss-Doc#	HIN	RAC	Hand Cd	Waste Num	LIC	Vendor	Fund Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type-Cd: Generator Number Transporter Number TSDF Number PU-DOD Pay-DOD (Manifest Numbers) MLI State

PMT:

PMT:

UM:

UM:

Record: 1/1

NOTE: The Custom Parameter screen is the same for each report.

NOTE: It is not necessary to enter data in all fields to create either a Custom or Standard Report.

TIPS for the Parameter Screens

1. ERS allows the use of the mouse and the tab key.
2. Dates must be in the right format. Standard Parameter Screen only accepts dates in DD-MMM-YY format (example 01-JUN-99). Custom Parameter Screen will accept dates in DD-MMM-YY or Julian format in the appropriate field. Although you are inputting a two digit date, ERS is Y2K compliant.
3. The End Date automatically defaults to the date of the last data load. If you want a different date, highlight the date and type over it. Remember if you change the date, it must be no later than the one provided by the system. (Example - if it is the 21st of July, the system defaults to the 19th of July - do not enter a date after the 19th.)
4. If you use bad parameters you may get an empty report or a report that never finishes. If you do have a report that doesn't finish call DSN - 932-5872 or Commercial 616-961-5872 - Lanie Thrall, so we can kill the report.
5. Just because you receive an empty report, doesn't mean your parameters are bad. Perhaps there is no data for the parameters or the parameters were entered incorrectly.
6. Data on the report is limited by the query parameters, double check parameters prior to submitting request. (You get what you requested, even if it's not what you wanted).
7. Not all fields on either the Standard Parameter Screen or the Custom Parameter Screen must be filled in.
8. All fields on both parameter screens are defined in the Appendix A.
9. There are two boxes on the Custom Parameter Screen -

☐ EUROPE
☐ CONUS

Both are checked. This will give you data for both Europe and CONUS. If you do not want data for Europe, click your mouse on the box(Europe) to remove the checkmark. If you do not want data for CONUS, click your mouse on the box (CONUS) to remove the checkmark. **DO NOT REMOVE BOTH CHECKMARKS.**
10. ERS is not case sensitive, however it is recommended that you enter data in all caps.
11. RCRA REPORT: DRMS has designed a report to assist Generators with their RCRA Report. This report is available at: <http://www.drms.dla.mil/environmental/rcra> . This report can be e-mailed in spreadsheet format.

12. WILD Cards – ERS accepts wild cards in the following columns:

Contract Number
Delivery Order Number
Generator DODAAC
Pay DODAAC
Pickup DODAAC
DTID Extension
HIN
RAC
TSDF Facility
Generator Facility
Transporter Facility
State Manifest Code
Handling Code
Waste Code

NOTE: It is not necessary to type the wild card. If you are using a wild card in the generator DODAAC field – typing “W” would return everything with a DODAAC starting with W.
